

**UTHSCSA
School of Medicine
Office of Undergraduate Medical Education
Clinical Training Affiliation Agreement Implementation Letter (IL) and Clinical Training
Affiliation Agreement (CTAA)**

**Administrative Process for IL/CTAA Involving Medical Students at UTHSCSA (School) at
an Educational Site (Host Agency)**

The IL/CTAA involving medical student educational experiences must be executed by either Andrea M. Marks, Vice President and Chief Financial Officer at the University of Texas Health Science Center at San Antonio (UTHSCSA), or her alternate (Michael E. Black, Senior Vice President and Chief Operating Officer), in order for them to be official and legal.

**Step 1 – Memo to explain purpose of medical student educational experience between the
department and the Host Agency.**

In memo format the department provides a brief explanation of the purpose of the medical student educational experience to Robert M. Esterl, Jr., MD, Associate Dean for Undergraduate Medical Education in the SOM at ESTERL@UTHSCSA.EDU. This memo should include:

1. Department information
 - a. department name
 - b. department contact name, title, address, email, phone number
2. Host Agency information
 - a. Host Agency name
 - b. Host Agency address
 - c. Host Agency contact name, title, address, email, phone number
3. Benefits of the medical student educational experience for SOM/UTHSCSA
4. Any financial obligations
5. Contract term dates

Step 2 – Completion of the standard IL/CTAA by the department.

The department uses and completes the standard IL/CTAA templates (found on UME website). Dr. Esterl and the department agree on language in the IL/CTAA that is LCME compliant.

Step 3 – Approval of the IL/CTAA by the department.

The department sends an email to Ms. Nancy Rodriguez Accounting Coordinator for Contracts in the SOM at SOM-Contracts@UTHSCSA.edu which includes:

1. A statement of departmental approval of the IL/CTAA
2. A copy of the IL/CTAA
3. The memo sent to Dr. Esterl providing a brief explanation of the purpose of the medical student educational experience for SOM/UTHSCSA

Step 4 – Approval of the IL/CTAA legal terms by UTHSCSA Office of Legal Affairs.

If the IL/CTAA require changes due to legal language, Legal Affairs will detail the

corrections/changes and will notify the department to send proposed changes to the Host Agency. If the Host Agency will not accept the changes from Legal Affairs, the department should contact Legal Affairs directly for further instructions. Once Ms. Rodriguez receives revised IL/CTAA containing proposed changes, the process begins again at Step 3.

Step 5 – Approval of the IL/CTAA by the SOM senior leadership.

Dr. Esterl approves the medical student IL/CTAA by electronic signature. Mr. Gabriel Hernandez, Senior Associate Dean for Finance approves the IL/CTAA by electronic signature.

Step 6 – Signature of the IL/CTAA by the VP and CFO.

Nancy Rodriguez sends two paper copies to Ms. Andrea Marks for original signatures. Once original copies are returned to Ms. Rodriguez, she sends the signed original IL/CTAA to the Host Agency by certified mail for its original signatures.

Step 7 – Signature of the IL/CTAA by the Host Agency.

The Host Agency signs both original copies, keeps one original copy for its records and returns one original copy to Nancy Rodriguez by certified mail for final processing.

Step 8 – Archiving of IL/CTAA.

Ms. Rodriguez archives an electronic copy of the IL/CTAA in her files and in OnBase. She sends an electronic copy of the IL/CTAA to the department. She sends the original copy to Dr. Esterl to be archived by Ms. Sylvia Knopp Senior Program Coordinator in the Office of UME.

If you have any questions about the IL/CTAA process, please contact Dr. Esterl at ESTERL@UTHSCSA.EDU or Ms. Rodriguez at SOM-Contracts@UTHSCSA.edu